

Selection Process

Application Screening:

Applications are screened to determine the best qualified applicants for the requirements of the position. Only these applicants will be included in the selection process in order to establish the best applicant pool for the position.

Selection Process:

The selection process involves fairly testing the qualifications of applicants. This may be a single interview or a series of tests to demonstrate skills and abilities.

Final Applicant Pool:

The City shall prepare a final applicant pool consisting of a group of applicants who successfully completed the selection process. The City may conduct education verification, reference checks, and background investigations on those in the applicant pool to further determine their qualifications based on job requirements. Applicant Pools may remain in effect for up to 6 months.

Employment Offers:

A job offer may be extended to one of the individuals in the final applicant pool who has been determined to be the most qualified based on bona fide job duties and requirements of the position.

Medical Exam & Drug Screening:

Conditional employment offers are contingent upon the applicant successfully completing any applicable post-employment-offer medical examinations, drug screening, and fingerprint checks.

Appointments:

The City may appoint any applicant in the specified applicant pool who has successfully completed the entire selection process. Newly appointed employees must serve a probationary period of 12 months before attaining regular employee status.